

Office of Finance and Resource Management

Description	FY 2002 Approved	FY 2003 Proposed	% Change
Operating Budget	\$2,373,096	\$2,285,054	-3.7

The mission of the Office of Finance and Resource Management (OFRM) is to provide full-service financial and resource management services to District of Columbia government agencies.

The agency is committed to providing timely, efficient, and accurate fiscal oversight and management in central payments, shared services, resource management, and capital infrastructure. The agency plans to fulfill its mission by achieving the following strategic result goals:

- Continue to build and maintain partnership with client agencies through improved communication, accurate, reliable fiscal information, and education of OFRM employees to the fiscal and programmatic needs of its client agencies.
- Improve the platform for vital information storage and statistical analysis that will help refine a centralized fixed cost budget and allow for the most efficient forecasting and distribution of scarce fixed costs resources.
- Promote timely fiscal reporting and clarity of utility billing to clients by providing on-line services for reviewing agencies accounts and certifying utility billing.
- Continue to build the internal capacity of OFRM financial systems, refine closings, and enhance financial reporting through continuing education and training of OFRM employees.

Did you know...

Percent anti-deficiency compliance on behalf of client agencies in FY 2001.	100
Percent of employees participating in three-tier training for SOAR in FY 2001.	100
Number of quarterly financial audits for utility accounts in FY 2001.	4

Where the Money Comes From

Table AS0-1 shows the source(s) of funding for the Office of Finance and Resource Management.

Table AS0-1

FY 2003 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change From FY 2002
Local	373	7,497	2,198	1,905	-294
Other	0	525	0	0	0
Intra-District	1,502	139,434	175	380	205
Gross Funds	1,875	147,456	2,373	2,285	-88

How the Money is Allocated

Tables AS0-2 and 3 show the FY 2003 proposed budget and FTEs for the agency at the Comptroller Source Group level (Object Class level).

Table AS0-2

FY 2003 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Regular Pay - Cont Full Time	1,576	1,642	1,849	1,796	-83
Regular Pay - Other	2	24	0	0	0
Additional Gross Pay	13	43	21	24	3
Fringe Benefits - Curr Personnel	264	301	284	285	1
<i>Personal Services</i>	<i>1,856</i>	<i>2,009</i>	<i>2,153</i>	<i>2,104</i>	<i>-49</i>
Supplies And Materials	13	15	22	22	0
Energy, Comm. And Bldg Rentals	16	58,449	30	23	-7
Telephone, Telegraph, Telegram, Etc	39	18,861	54	36	-18
Rentals - Land And Structures	16	63,805	33	28	-6
Janitorial Services	0	61	17	12	-5
Security Services	0	0	21	16	-4
Other Services And Charges	-227	147	43	43	0
Contractual Services - Other	94	4,076	0	0	0
Equipment & Equipment Rental	69	34	0	0	0
<i>Nonpersonal Services</i>	<i>20</i>	<i>145,447</i>	<i>220</i>	<i>181</i>	<i>-39</i>
Total Proposed Operating Budget	1,875	147,456	2,373	2,285	-88

Table AS0-3

FY 2003 Full-Time Equivalent Employment Levels

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Continuing full time	32	22	37	33	-4
Term full time	0	7.75	0	0	0
Total FTEs	32	29.75	37	33	-4

Local Funds

The proposed Local budget is \$1,904,755, a decrease of \$293,521, or 13.4 percent, from the FY 2002 approved funding level of \$2,198,276. This variance includes a decrease of \$254,787 in personal services and a decrease of \$38,734 in nonpersonal services. There are 25 FTEs funded by Local sources, a decrease of nine FTEs from FY 2002. The reduction in FTEs was the result of managerial cost-savings initiatives and a reclassification of local positions to intra-District. The Office of Finance and Resource management, in an effort to conserve local funds, transferred two positions to their Intra-District budget and will be funded through Capital dollars.

Significant changes are:

- A net decrease of \$254,787 in personal services associated with an increase of \$68,213 for the pay increase approved in FY 2002 and a decrease of \$323,000 associated with cost-

savings initiatives.

- A decrease of \$38,734 in fixed costs, mainly in telecommunications.

Intra-District Funds

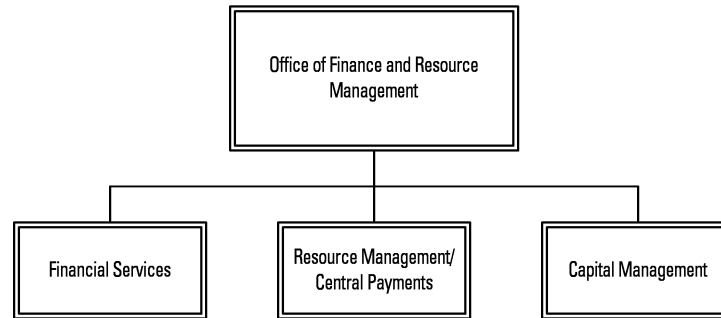
The proposed intra-District budget is \$380,299, an increase of \$205,479 or 117.5 percent over the FY 2002 approved funding level of \$174,820. Of this increase, \$205,299 is in personal services, and \$180 is in nonpersonal services. There are eight FTEs funded by intra-District sources, an increase of five FTEs from FY 2002. The increase in FTEs is attributed to a reclassification of positions from local funds.

Significant changes are:

- An increase of \$205,299 in personal services due to the increase of five Intra-District FTEs.
- An increase of \$180 in other services and charges.

Figure AS0-1

Office of Finance and Resource Management



Programs

The Office of Finance and Resource Management operates the following programs:

Financial Services

This program provides financial services and management for client agencies. This program is responsible for producing the following monthly reports on client agencies: financial review process, personnel actions processed, purchase orders and requisitions processed, outstanding encumbrances, overtime analysis, and grant status. Executive summary reports are produced on a bimonthly basis. OFRM presently handles 21 client agencies under this program.

A key initiative associated with the Financial Services Program is:

- Re-engineering the billing and payment process.

Central Payments

This program ensures that the District government agencies receive full and fair value for goods and services that are procured in relation to its fixed costs expenditures. These include utilities such as electricity, telephone, fuel, natural gas, water, and steam, as well as other fixed costs such as postage, custodial, rent, security, occupancy and building maintenance. It accounts for the use of all dollars expended from the budgets of OFRM client agencies for fixed costs and identifies waste, fraud, and abuse where possible.

A key initiative associated with the Central Payment Program is:

- Crafting the structure for development of improved fixed costs forecasts for FY 2004.

Capital Management

The capital management program monitors capital expenditures against the budget and provides for feedback to assure adequate reporting of performance and costs. It assists with planning, budgeting, scheduling, and evaluating productivity and progress of capital activities. The program coordinates the development of the annual capital budget for numerous District agencies on behalf of the Office of Property Management, and identifies funding sources for proposed new projects either from existing authority or as a new submission in the six-year capital improvement program request.

A key initiative associated with the Capital Management Program is:

- Improving three-tiered training for employees using the system of accounting and reporting (SOAR) and executive information systems (EIS).

Agency Goals and Performance Measures

Goal 1: Promote efficient and effective delivery of government services through timely processing of purchase requests and financial reporting and guidance.

Citywide Strategic Priority Area: Making Government Work

Manager: Mohamed A. Mohamed, Director of Financial Operations, Office of Finance and Resource Management

Supervisor: Barbara Jumper, Deputy Chief Financial Officer, Office of Finance and Resource Management

Measure 1.1: Percentage of agencies compliant with the anti-deficiency act

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	100	100	100	100
Actual	N/A	100	-	-	-

Measure 1.2: Percentage of client agency complaints

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	N/A	3	0	0
Actual	N/A	1	-	-	-

Measure 1.3: Shared Services: Number of "client" offices served by OFRM

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	8	21	21	21
Actual	N/A	21	-	-	-

Note: FY02 target has been adjusted from 19 to 21 at request of agency, 2/19/02.

Measure 1.4: Central Payment Services: Percent of intra-District payments processed by OFRM

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	100	100	100	100
Actual	N/A	100	-	-	-

Measure 1.5: Number of monthly closings completed

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	7	12	12	12
Actual	N/A	8	-	-	-

Note: FY02 target has been adjusted from 9 to 12 at request of agency, 2/19/02.

Measure 1.6: Percent of Financial Reports submitted to agencies on time

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	100	100	100	100
Actual	N/A	100	-	-	-

Note: FY02 target has been adjusted from 99% to 100% at request of agency, 1/14/02.

Measure 1.7: OFRM Internal Operations: Average number of days to process requisitions and purchase orders

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	N/A	2.5	2.5	2	2
Actual	N/A	2.5	-	-	-

Measure 1.8: Number of financial audits for Utility Accounts

	2000	Fiscal Year		2003	2004
		2001	2002		
Target	1	1	4	4	4
Actual	1	1	-	-	-